



**CONTRACT NO. 0800-0/14**  
**Signs and Banners, Purchase and Install - Pre-Qualification Pool**  
**ROADMAP**

**Contract Overview:**

This contract shall provide multiple departments of Miami-Dade County with the ability to purchase Signs and Banners on an as needed, when needed basis to support daily operations.

**Contract Term:**

April 09, 2013 – April 08, 2019

**Procurement Contracting Associate:**

Mary Hammett  
Phone: (305) 375-5471  
Fax: (305)-375-4407  
Email: mhammet@miamidade.gov

**Award History:**

<u>ADD NO.</u> ↓	<u>Date issued</u> ↓	<u>Event</u> ↓	<u>AGENT</u> ↓
14	08/29/16	<b>USA Signs, Inc.(651143401-01)</b> has met the requirements and is being added to the following Groups A, B, C, and D.	Mary Hammett
13	8/25/16	ISD give CO \$150K in allocation transfer has been completed	Mary Hammett
12	7/13/16	The following vendor have met all the criteria for <b>Group A Only</b> and is being added to that <b>Group Superior Office Services, LLC (452551079-01)</b>	Mary Hammett
11	04/2016	ID donated \$15K and SP donated \$5K to Animal Services department, their \$20K modification was canceled.	Mary Hammett
10	1/14/15	A1A Paula Knigin has been deleted from the BPO as of 6/20/2014 by officer JCalder because they are no longer in business.	Mary Hammett
9	12/3/15	PK donated \$10K AD and their new allocations is \$440,000.00 and AD new allocation is \$22,000.00	Mary Hammett
8	7/26/15	VZ donated \$800.00 their new allocation is \$39,200.00 to CO and their new allocation is \$26,800.00.	Mary Hammett



BID NO.: 0800-0/14  
BID TITLE: Signs and Banners

<u>ADD NO.</u> ↓	<u>Date issued</u> ↓	<u>Event</u> ↓	<u>AGENT</u> ↓
7	2/12/2014	BCC approved contract extension for time and money	Mary Hammett
6	11/8/2013	Parks loan Sea Port \$10,000.00, when the contract extension is approve by BCC funds will be given back to Parks.	Mary Hammett
5	11/7/2013	The following vendor has met all the criteria and is being added to the pool of vendors: <b>Enter Systems Corp. (810556370-01)</b> added to group A, Only. No insurance is required for Group A (purchase only, no installation).	Mary Hammett
4	11/4/20/13	Library donated \$7,000.00 to Sea Port	Mary Hammett
3	11/4/2013	Sea Port had a need, and the \$11,000.00 in unallocated funds was transferred to SP.	Mary Hammett
2	6/24/2013	The following vendor has met all the criteria and is being added to the pool of vendors: <b>AAA Flag &amp; Banner MFG Co. (952921050-01)</b> added to group A, B, and D.	Lluis Gorgoy
1	4/29/2013	The following vendors have met all the criteria and is added to the pool of vendors: <b>Annat Inc dba Municipal Supply &amp; Sign Co. (591721523-01)</b> , <b>Positive Promotions (131968593-01)</b> , <b>Tigo Inc dba Expose Yourself (208013241-01)</b>	Lluis Gorgoy



**PRE-QUALIFIED VENDORS BY GROUPS**

This contract established four pre-qualified pools of vendors for participation in future spot market competitions for purchase of goods and services in the following groups:

Vendors	Contact Name	Phone No.	Fax No.	Email address	Group A	Group B	Group C	Group D
<b>A1A Signs &amp; Service</b>	Ira Knigin	305-757-6950	786-794-7543	sales@a1asigns.com	X	X	X	X
<b>AAA Flag &amp; Banner MFG</b>	Retta Logan	305-474-7600	305-474-7766	retta@aaaflag.com	X	X		X
<b>ABC Imaging of Washington</b>	Carlos Valdes	786-497-7540	305-819-7777	cvaldes@abcmaging.com	X			
<b>Acolite Claude United Sign Co.</b>	Paul Yesbeck	305-362-3333	215-689-4091	paul@acusigns.com	X	X	X	X
<b>AGAS MFG Inc.</b>	Matthew Poster	212-777-1178	215-689-4091	matt@agasmfg.com	X			
<b>All Digital Industries</b>	Cesar Watanabe	305-863-7272	305-863-7274	info@alldigitalusa.com	X			
<b>Bach Sign Group</b>	Bob Hilterbrick	561-848-3440	561-848-3441	bob@bachsign.com	X	X	X	X
<b>East Cost Metal Group</b>	Robert Caldvilla	786-260-9324	305-347-5149	RCALDEVILLA@ECMGROUPAP.COM	X	X	X	X
<b>Logistical Sourcing dba: Logistical Outsourcing</b>	Nelson Penalver	305-669-4517	305-669-4518	nelson@loimia.com	X			
<b>Municipal Supply &amp; Sign dba Annat Inc.</b>	Leonard Ciarrocchi	800-329-5366	239-262-4645	Sales@municipalsigns.com	X			
<b>Neon Sign Solutions</b>	Jorge Idarraga	305-592-5202	305-592-5207	Jorge@neonsignsolutions.com	X	X	X	X
<b>Palmetto Uniforms</b>	Rita Cruz Feick	305-238-9166	305-238-0889	sales@palmettouniforms.com	X			
<b>Positive Promotions</b>	Michael Taxel	877-258-1225	877-258-1226	miketaxel@positivepromotions.com	X			
<b>Quadco Printing &amp; Signs</b>	Jorge Quadreny	305-470-2229	305-661-1861	Jorge@quadconline.com	X			
<b>Rocal</b>	Alan Christopher	470-998-2122	740-998-2073	achristopher@rocal.com	X			
<b>Superior Office Services LLC</b>	Edwin Gonzalez	305-3237-252	305-323-7252	egonzalez@Superiorofficesvcs.com	X			
<b>Tigo Inc. dba: Expose</b>	Marco	954-935-5990	954-935-	marco@expose	X	X	X	X



<b>Yourself</b>	Tiapago	5930	yourselfusa.co m					
<b>Enter Systems Corp. dba:Lifeincolors</b>	Andres Sarrate	305-675-1499	305-854- 9947	Andres.sarrate @lifeincolors.co m	X			
<b>USA Signs Inc.</b>	Jose Pacheco	305-470-2333	305-470- 2320	Info@USASIGNS .US	X	X	X	X
<b>US Standard Sign dba: Mandel Metals Inc.</b>	Sean Fallon	847-455-7446	847-455- 3330	SEAN@USSTAN DARDSIGN.CO M	X			
<b>Intermedia Touch Inc.</b>	Cristina Miller	305-517-3894	305-397- 1790	INFO@INTERM EDIATOUCH.CO M	X			

### **Group Descriptions**

#### **Group A: Signs and Banners (Purchase Only)**

This group includes the purchase and delivery of signs and banners including, but not limited to the following: vinyl banners and signs, plywood signs, plastic signs, and metal/aluminum signs, non-electrical signs, electrical signs, neon signs, LED signs, electronic scoreboards.

#### **Group B: Non-Electrical Signs and Banners (Purchase and/or Installation)**

This group includes the purchase and installation of signs and banners including, but not limited to the following: vinyl banners and signs, plywood signs, plastic signs, and metal/aluminum signs.

#### **Group C: Electrical Signs and Banners (Purchase and/or Installation)**

This group includes the purchase and installation of electrical signs including, but not limited to the following: neon signs, LED signs, electronic scoreboards, and fiber optic banners

#### **Group D: Construction Site Signs (Purchase, Installation, Removal)**

This group includes the purchase, installation, and removal of construction site signs including, but not limited to the following:

a. Single Sided Unit : one 4'X8'X3/4", medium density overlay treated piece of plywood, with 4'X8' 3M vinyl laminate decal (or approved equal) applied to one side. Must be graffiti proof with a 5 to 7 year endurance rating.

Installation : Two 4"x4"x12', pressure treated wood posts, painted black to be attached to the extreme left and right of the unprinted side of the sign. Post is to be installed 2' into the ground with cement, leaving 2' from ground level to base of sign.

b. Double Sided "A" Frame Unit : Two 4'X8'X3/4", medium density overlay treated pieces of plywood, with a 4'X8' 3M vinyl laminate decal (or approved equal) applied to one side of the unit. Must be graffiti proof with a 5 to 7 year endurance rating.

Installation: Sign to be attached to an "A" frame structure using four 2' x 4' x 10' pressure treated wood posts joined at the apex by a piano hinge. Two 2" x 4" X 4'



horizontal bars used at base of unit. Two 38 inch "S" Loop chains connecting front and back posts.

c. Single Sided "A" Frame Unit: One 4'X8'X3/4", medium density overlay treated piece of plywood, applied with a 4'X8' 3M vinyl laminate decal (or approved equal). Must be graffiti proof with a 5 to 7 year endurance rating.

Installation: Sign to be attached to an "A" frame structure using four 2' x 4' x 10' pressure treated wood posts joined at the apex by a piano hinge. Two 2" x 4" X 4' horizontal bars used at base of unit. Two 38 inch "S" Loop chains connecting front and back posts.

d. Small "A" Frame Unit: Plastic base unit 45" tall with image area 24" Wide X 36" High. The sign is two-sided; whereas, signs can be attached with Velcro, double sided tape, or a screw mount on regressed sign area. A patented locking hinge keeps the Sign (example brand: Signicade) open and through a ballast port, water or sand can be used for weight purposes.

The County may elect at any time to add or modify items under the Groups depending on the needs of each User Department.

#### **METHOD OF AWARD**

RFQ's may be awarded to the vendors with the lowest price in the aggregate, per-group, or in a per-item basis.

#### **Applicable Ordinances**

Local Preference, Cone of Silence, UAP & Inspector General Ordinances shall be applicable to each solicitation issued under this contract.

#### **SBE**

##### **1.43. SMALL BUSINESS ENTERPRISES (SBE) MEASURES**

A Small Business Enterprise (SBE) bid preference applies to this solicitation. For awards valued up to and including \$100,000, a 10% (ten percent) bid preference shall apply for certified Micro Business Enterprise(Micro) bidders. For awards valued over \$100,000 and up to \$1,000,000, a 10% (ten percent) bid preference shall apply for certified Micro and SBE bidders. For awards valued over \$1,000,000, a 5% (Five percent) bid preference shall apply for certified Micro and SBE bidders.

Micro Business Enterprises and Small Business Enterprises must be certified by Small Business Development under Business Affairs, a division of the Department of Regulatory and Economic Resources (RER) for the type of goods and/or services the enterprise provides in accordance with the applicable commodity code(s) for this solicitation. A Micro Business Enterprise is a certified SBE firm whose three year average gross revenues does not exceed \$2 million, or is a manufacturer with fifty (50) employees or less, or is a wholesaler with fifteen (15) employees or less. For certification information, contact RER at 305-375-CERT (2378) or at <http://www.miamidade.gov/business/businesscertificationprograms.asp>. The enterprises must be certified by bid submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference.

##### **1.44. LOCAL CERTIFIED SERVICE-DISABLED VETERAN'S BUSINESS ENTERPRISE PREFERENCE**

This Solicitation includes a preference for Miami-Dade County Local Certified Service-Disabled Veteran Business Enterprises in accordance with Section 2-8.5.1 of the Code of Miami-Dade County. A VBE is



entitled to receive an additional five percent (5%) of the total technical evaluation points on the technical portion of such Proposer's proposal. If a Miami-Dade County Certified Small Business Enterprise (SBE) measure is being applied to this Solicitation, a VBE which also qualifies for the SBE measure shall not receive the veteran's preference provided in this section and shall be limited to the applicable SBE preference.

**Local Preference:** If a low bidder is not a local business and a *local business* submits a bid within 10% of the non-local low bidder, the non-local low bidder and all local businesses within 10% of the non-local low bidder; shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid.

**Locally Headquartered Businesses:** If a low bidder is not a local business and a locally headquartered business submits a bid within 15% of the non-local low bidder, the non-local low bidder and all locally headquartered business within 15% of the non-local low bidder shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid. If a low bidder is a local business and a locally headquartered business submits a bid within 5% of the local, the local low bidder and all locally headquartered business within 5% of the local low bidder shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid.

**Instructions for each solicitation:**

This contract requires each acquisition to go through a competitive, spot market Request for Quote (RFQ), prior to the award of a Work Order (WO).

Departments are to utilize the below vendor contact information for the issuance of all RFQ's. These contacts listed below are authorized to respond to all County requests and are to be included in each RFQ issued against the contract. Failure to utilize the below contacts for the vendors listed, may result in cancellation or rejection of a RFQ solicitation. It is highly recommended that the RFQ's be issued via e-mail for tracking and reporting purposes.

Reference Section 2, Paragraph 2.15: The vendor shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within seven (7) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the vendor by the County's project administrator, who may confirm all such verbal reports in writing. The vendor shall bear all costs of correcting such rejected work. If the vendor fails to correct the work within the period specified, the County may, at its discretion, notify the vendor, in writing, that the vendor is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within three (3) calendar days of receipt of the notice. If the vendor fails to correct the work within the period specified in the notice, the County shall place the vendor in default, obtain the services of another vendor to correct the deficiencies, and charge the incumbent vendor for these costs; either through a deduction from the final payment owed to the vendor or through invoicing. If the vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

**USER DEPARTMENT RESPONSIBILITY**

It is the responsibility of the user Department Director to ensure compliance with the above-mentioned procedures. Purchase under this contract will be subject to random review or audit by County authorities, including the Procurement Management Services Division, Audit and Management, and the Office of the Inspector General.



**RECORD RETENTION**

For each purchase order issued under this contract, the user department shall maintain a record of the purchase including: market research performed, all quotes sought, all quotes obtained, required exception forms, and any other documentation supporting each purchase to ensure compliance and to establish the necessary accountability for audit. The record shall be maintained by the user department in a location (either electronic or paper) easily accessible for review or audit in accordance with the County Records Retention regulations.



**CONTRACT NO. 0800-0/14**  
**Signs and Banners, Purchase and Install - Pre-Qualification Pool**  
**ROADMAP**

**Contract Overview:**

This contract shall provide multiple departments of Miami-Dade County with the ability to purchase Signs and Banners on an as needed, when needed basis to support daily operations.

**Contract Term:**

April 09, 2013 – April 08, 2019

**Procurement Contracting Associate:**

Mary Hammett  
Phone: (305) 375-5471  
Fax: (305)-375-4407  
Email: mhammet@miamidade.gov

**Award History:**

<u>ADD NO.</u> ↓	<u>Date issued</u> ↓	<u>Event</u> ↓	<u>AGENT</u> ↓
14	08/29/16	<b>USA Signs, Inc.(651143401-01)</b> has met the requirements and is being added to the following Groups A, B, C, and D.	Mary Hammett
13	8/25/16	ISD give CO \$150K in allocation transfer has been completed	Mary Hammett
12	7/13/16	The following vendor have met all the criteria for <b>Group A Only</b> and is being added to that <b>Group Superior Office Services, LLC (452551079-01)</b>	Mary Hammett
11	04/2016	ID donated \$15K and SP donated \$5K to Animal Services department, their \$20K modification was canceled.	Mary Hammett
10	1/14/15	A1A Paula Knigin has been deleted from the BPO as of 6/20/2014 by officer JCalder because they are no longer in business.	Mary Hammett
9	12/3/15	PK donated \$10K AD and their new allocations is \$440,000.00 and AD new allocation is \$22,000.00	Mary Hammett
8	7/26/15	VZ donated \$800.00 their new allocation is \$39,200.00 to CO and their new allocation is \$26,800.00.	Mary Hammett



BID NO.: 0800-0/14  
BID TITLE: Signs and Banners

<u>ADD NO.</u> ↓	<u>Date issued</u> ↓	<u>Event</u> ↓	<u>AGENT</u> ↓
7	2/12/2014	BCC approved contract extension for time and money	Mary Hammett
6	11/8/2013	Parks loan Sea Port \$10,000.00, when the contract extension is approve by BCC funds will be given back to Parks.	Mary Hammett
5	11/7/2013	The following vendor has met all the criteria and is being added to the pool of vendors: <b>Enter Systems Corp. (810556370-01)</b> added to group A, Only. No insurance is required for Group A (purchase only, no installation).	Mary Hammett
4	11/4/20/13	Library donated \$7,000.00 to Sea Port	Mary Hammett
3	11/4/2013	Sea Port had a need, and the \$11,000.00 in unallocated funds was transferred to SP.	Mary Hammett
2	6/24/2013	The following vendor has met all the criteria and is being added to the pool of vendors: <b>AAA Flag &amp; Banner MFG Co. (952921050-01)</b> added to group A, B, and D.	Lluis Gorgoy
1	4/29/2013	The following vendors have met all the criteria and is added to the pool of vendors: <b>Annat Inc dba Municipal Supply &amp; Sign Co. (591721523-01)</b> , <b>Positive Promotions (131968593-01)</b> , <b>Tigo Inc dba Expose Yourself (208013241-01)</b>	Lluis Gorgoy



**PRE-QUALIFIED VENDORS BY GROUPS**

This contract established four pre-qualified pools of vendors for participation in future spot market competitions for purchase of goods and services in the following groups:

Vendors	Contact Name	Phone No.	Fax No.	Email address	Group A	Group B	Group C	Group D
<b>A1A Signs &amp; Service</b>	Ira Knigin	305-757-6950	786-794-7543	sales@a1asigns.com	X	X	X	X
<b>AAA Flag &amp; Banner MFG</b>	Retta Logan	305-474-7600	305-474-7766	retta@aaaflag.com	X	X		X
<b>ABC Imaging of Washington</b>	Carlos Valdes	786-497-7540	305-819-7777	cvaldes@abcmaging.com	X			
<b>Acolite Claude United Sign Co.</b>	Paul Yesbeck	305-362-3333	215-689-4091	paul@acusigns.com	X	X	X	X
<b>AGAS MFG Inc.</b>	Matthew Poster	212-777-1178	215-689-4091	matt@agasmfg.com	X			
<b>All Digital Industries</b>	Cesar Watanabe	305-863-7272	305-863-7274	info@alldigitalusa.com	X			
<b>Bach Sign Group</b>	Bob Hilterbrick	561-848-3440	561-848-3441	bob@bachsign.com	X	X	X	X
<b>East Cost Metal Group</b>	Robert Caldvilla	786-260-9324	305-347-5149	RCALDEVILLA@ECMGROUPAP.COM	X	X	X	X
<b>Logistical Sourcing dba: Logistical Outsourcing</b>	Nelson Penalver	305-669-4517	305-669-4518	nelson@loimia.com	X			
<b>Municipal Supply &amp; Sign dba Annat Inc.</b>	Leonard Ciarrocchi	800-329-5366	239-262-4645	Sales@municipalsigns.com	X			
<b>Neon Sign Solutions</b>	Jorge Idarraga	305-592-5202	305-592-5207	Jorge@neonsignsolutions.com	X	X	X	X
<b>Palmetto Uniforms</b>	Rita Cruz Feick	305-238-9166	305-238-0889	sales@palmettouniforms.com	X			
<b>Positive Promotions</b>	Michael Taxel	877-258-1225	877-258-1226	miketaxel@positivepromotions.com	X			
<b>Quadco Printing &amp; Signs</b>	Jorge Quadreny	305-470-2229	305-661-1861	Jorge@quadconline.com	X			
<b>Rocal</b>	Alan Christopher	470-998-2122	740-998-2073	achristopher@rocal.com	X			
<b>Superior Office Services LLC</b>	Edwin Gonzalez	305-3237-252	305-323-7252	egonzalez@Superiorofficesvcs.com	X			
<b>Tigo Inc. dba: Expose</b>	Marco	954-935-5990	954-935-	marco@expose	X	X	X	X



<b>Yourself</b>	Tiapago	5930	yourselfusa.co m					
<b>Enter Systems Corp. dba:Lifeincolors</b>	Andres Sarrate	305-675-1499	305-854- 9947	Andres.sarrate @lifeincolors.co m	X			
<b>USA Signs Inc.</b>	Jose Pacheco	305-470-2333	305-470- 2320	Info@USASIGNS .US	X	X	X	X
<b>US Standard Sign dba: Mandel Metals Inc.</b>	Sean Fallon	847-455-7446	847-455- 3330	SEAN@USSTAN DARDSIGN.CO M	X			
<b>Intermedia Touch Inc.</b>	Cristina Miller	305-517-3894	305-397- 1790	INFO@INTERM EDIATOUCH.CO M	X			

### **Group Descriptions**

#### **Group A: Signs and Banners (Purchase Only)**

This group includes the purchase and delivery of signs and banners including, but not limited to the following: vinyl banners and signs, plywood signs, plastic signs, and metal/aluminum signs, non-electrical signs, electrical signs, neon signs, LED signs, electronic scoreboards.

#### **Group B: Non-Electrical Signs and Banners (Purchase and/or Installation)**

This group includes the purchase and installation of signs and banners including, but not limited to the following: vinyl banners and signs, plywood signs, plastic signs, and metal/aluminum signs.

#### **Group C: Electrical Signs and Banners (Purchase and/or Installation)**

This group includes the purchase and installation of electrical signs including, but not limited to the following: neon signs, LED signs, electronic scoreboards, and fiber optic banners

#### **Group D: Construction Site Signs (Purchase, Installation, Removal)**

This group includes the purchase, installation, and removal of construction site signs including, but not limited to the following:

a. Single Sided Unit : one 4'X8'X3/4", medium density overlay treated piece of plywood, with 4'X8' 3M vinyl laminate decal (or approved equal) applied to one side. Must be graffiti proof with a 5 to 7 year endurance rating.

Installation : Two 4"x4"x12', pressure treated wood posts, painted black to be attached to the extreme left and right of the unprinted side of the sign. Post is to be installed 2' into the ground with cement, leaving 2' from ground level to base of sign.

b. Double Sided "A" Frame Unit : Two 4'X8'X3/4", medium density overlay treated pieces of plywood, with a 4'X8' 3M vinyl laminate decal (or approved equal) applied to one side of the unit. Must be graffiti proof with a 5 to 7 year endurance rating.

Installation: Sign to be attached to an "A" frame structure using four 2' x 4' x 10' pressure treated wood posts joined at the apex by a piano hinge. Two 2" x 4" X 4'



horizontal bars used at base of unit. Two 38 inch "S" Loop chains connecting front and back posts.

c. Single Sided "A" Frame Unit: One 4'X8'X3/4", medium density overlay treated piece of plywood, applied with a 4'X8' 3M vinyl laminate decal (or approved equal). Must be graffiti proof with a 5 to 7 year endurance rating.

Installation: Sign to be attached to an "A" frame structure using four 2' x 4' x 10' pressure treated wood posts joined at the apex by a piano hinge. Two 2" x 4" X 4' horizontal bars used at base of unit. Two 38 inch "S" Loop chains connecting front and back posts.

d. Small "A" Frame Unit: Plastic base unit 45" tall with image area 24" Wide X 36" High. The sign is two-sided; whereas, signs can be attached with Velcro, double sided tape, or a screw mount on regressed sign area. A patented locking hinge keeps the Sign (example brand: Signicade) open and through a ballast port, water or sand can be used for weight purposes.

The County may elect at any time to add or modify items under the Groups depending on the needs of each User Department.

#### **METHOD OF AWARD**

RFQ's may be awarded to the vendors with the lowest price in the aggregate, per-group, or in a per-item basis.

#### **Applicable Ordinances**

Local Preference, Cone of Silence, UAP & Inspector General Ordinances shall be applicable to each solicitation issued under this contract.

#### **SBE**

##### **1.43. SMALL BUSINESS ENTERPRISES (SBE) MEASURES**

A Small Business Enterprise (SBE) bid preference applies to this solicitation. For awards valued up to and including \$100,000, a 10% (ten percent) bid preference shall apply for certified Micro Business Enterprise(Micro) bidders. For awards valued over \$100,000 and up to \$1,000,000, a 10% (ten percent) bid preference shall apply for certified Micro and SBE bidders. For awards valued over \$1,000,000, a 5% (Five percent) bid preference shall apply for certified Micro and SBE bidders.

Micro Business Enterprises and Small Business Enterprises must be certified by Small Business Development under Business Affairs, a division of the Department of Regulatory and Economic Resources (RER) for the type of goods and/or services the enterprise provides in accordance with the applicable commodity code(s) for this solicitation. A Micro Business Enterprise is a certified SBE firm whose three year average gross revenues does not exceed \$2 million, or is a manufacturer with fifty (50) employees or less, or is a wholesaler with fifteen (15) employees or less. For certification information, contact RER at 305-375-CERT (2378) or at <http://www.miamidade.gov/business/businesscertificationprograms.asp>. The enterprises must be certified by bid submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference.

##### **1.44. LOCAL CERTIFIED SERVICE-DISABLED VETERAN'S BUSINESS ENTERPRISE PREFERENCE**

This Solicitation includes a preference for Miami-Dade County Local Certified Service-Disabled Veteran Business Enterprises in accordance with Section 2-8.5.1 of the Code of Miami-Dade County. A VBE is



entitled to receive an additional five percent (5%) of the total technical evaluation points on the technical portion of such Proposer's proposal. If a Miami-Dade County Certified Small Business Enterprise (SBE) measure is being applied to this Solicitation, a VBE which also qualifies for the SBE measure shall not receive the veteran's preference provided in this section and shall be limited to the applicable SBE preference.

**Local Preference:** If a low bidder is not a local business and a *local business* submits a bid within 10% of the non-local low bidder, the non-local low bidder and all local businesses within 10% of the non-local low bidder; shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid.

**Locally Headquartered Businesses:** If a low bidder is not a local business and a locally headquartered business submits a bid within 15% of the non-local low bidder, the non-local low bidder and all locally headquartered business within 15% of the non-local low bidder shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid. If a low bidder is a local business and a locally headquartered business submits a bid within 5% of the local, the local low bidder and all locally headquartered business within 5% of the local low bidder shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid.

**Instructions for each solicitation:**

This contract requires each acquisition to go through a competitive, spot market Request for Quote (RFQ), prior to the award of a Work Order (WO).

Departments are to utilize the below vendor contact information for the issuance of all RFQ's. These contacts listed below are authorized to respond to all County requests and are to be included in each RFQ issued against the contract. Failure to utilize the below contacts for the vendors listed, may result in cancellation or rejection of a RFQ solicitation. It is highly recommended that the RFQ's be issued via e-mail for tracking and reporting purposes.

Reference Section 2, Paragraph 2.15: The vendor shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within seven (7) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the vendor by the County's project administrator, who may confirm all such verbal reports in writing. The vendor shall bear all costs of correcting such rejected work. If the vendor fails to correct the work within the period specified, the County may, at its discretion, notify the vendor, in writing, that the vendor is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within three (3) calendar days of receipt of the notice. If the vendor fails to correct the work within the period specified in the notice, the County shall place the vendor in default, obtain the services of another vendor to correct the deficiencies, and charge the incumbent vendor for these costs; either through a deduction from the final payment owed to the vendor or through invoicing. If the vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

**USER DEPARTMENT RESPONSIBILITY**

It is the responsibility of the user Department Director to ensure compliance with the above-mentioned procedures. Purchase under this contract will be subject to random review or audit by County authorities, including the Procurement Management Services Division, Audit and Management, and the Office of the Inspector General.



**RECORD RETENTION**

For each purchase order issued under this contract, the user department shall maintain a record of the purchase including: market research performed, all quotes sought, all quotes obtained, required exception forms, and any other documentation supporting each purchase to ensure compliance and to establish the necessary accountability for audit. The record shall be maintained by the user department in a location (either electronic or paper) easily accessible for review or audit in accordance with the County Records Retention regulations.